

**REQUEST FOR A LAND USE DISTRICT (LUD) MAP
AMENDMENT APPLICATION**



**MONROE COUNTY
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT**

**An application must be deemed complete and in compliance with the Monroe County Code by the Staff
prior to the item being scheduled for review**

Amendment to Land Use Map District (Residential) Application Fee: \$4,131.00
Amendment to Land Use District Map (Non-Residential) Application Fee: \$4,929.00

In addition to the above application fees, the following fees also apply to each application:

Advertising Costs: \$245.00
Surrounding Property Owner Notification: \$3.00 for each property owner required to be noticed
Technology Fee: \$20.00

Date: / /
 Month Day Year

Property Owner:

Name

Mailing Address

Daytime Phone

Email Address

Agent (if applicable):

Name

Mailing Address

Daytime Phone

Email Address

Legal Description of Property:

(If in metes and bounds, attach legal description on separate sheet)

Block

Lot

Subdivision

Key

Real Estate (RE) Number

Alternate Key Number

Street Address

Approximate Mile Marker

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Current Land Use District Designation(s): _____

Proposed Land Use District Designation(s): _____

Current Future Land Use Map Designation(s): _____

Tier Designation(s) _____

Total Land Area Affected in acres: _____

Existing Use of the Property (If the property is developed, please describe the existing use of the property, including the number and type of any residential units and the amount and type of any commercial development):

In accordance with Sec. 102-158, the BOCC may consider the adoption of an ordinance enacting the proposed change based on one or more of six factors. Please describe how one or more of the following factors shall be met (attach additional sheets if necessary):

- 1) **Changed projections (e.g., regarding public service needs) from those on which the text or boundary was based:**

- 2) **Changed assumptions (e.g., regarding demographic trends):**

- 3) **Data errors, including errors in mapping, vegetative types and natural features described in volume 1 of the plan:**

- 4) **New issues:**

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5) Recognition of a need for additional detail or comprehensiveness:

6) Data updates:

In no event shall an amendment be approved which will result in an adverse community change of the planning area in which the proposed development is located. Please describe how the map amendment would not result in an adverse community change (attach additional sheets if necessary):

Has a previous Land Use District Map amendment application been submitted for this site within the past two years?

Yes _____ Date: _____
No _____

All of the following must be submitted in order to have a complete application submittal:
(Please check as you attach each required item to the application)

- ☐ **Complete Land Use District Map amendment application** (unaltered and unbound); and
- ☐ **Correct fee** (check or money order to Monroe County Planning & Environmental Resources); and
- ☐ **Proof of ownership (i.e. Warranty Deed); and**
- ☐ **Current Property Record Card(s) from the Monroe County Property Appraiser; and**
- ☐ **Location map from Monroe County Property Appraiser; and**
- ☐ **Copy of current Land Use District Map** (please request from the Planning & Environmental Resources Department prior to application submittal); and
- ☐ **Copy of current Future Land Use Map** (please request from the Planning & Environmental Resources Department prior to application submittal); and
- ☐ **300 foot radius map from Monroe County Property Appraiser Office**
- ☐ **List of surrounding property owners from 300 foot radius map**
- ☐ **Photograph(s) of site from adjacent roadway(s); and**

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- ☐ **Signed and Sealed Boundary Survey, prepared by a Florida registered surveyor – sixteen (16) sets** (at a minimum survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage marked with land use district; and total acreage shown with vegetative habitat); and
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property (two (2) sets).** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included

If applicable, the following must be submitted in order to have a complete application submittal:

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)
- ☐ **Any other Monroe County documents including Letters of Understanding pertaining to the proposed Land Use District Map amendment**

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant: _____ **Date:** _____

Sworn before me this _____ day of _____

Notary Public
My Commission Expires

Please send or deliver the complete application package to:
Monroe County Planning & Environmental Resources Department
Marathon Government Center
2798 Overseas Highway, Suite 400
Marathon, FL 33050.